

**STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY**

**2007 LOCAL LAW ENFORCEMENT
BLOCK GRANT/JAG PROGRAM**

APPLICATION PACKET

Matt Blunt
Governor



Mark S. James
Director

**Missouri Department of Public Safety
P.O. Box 749
Jefferson City, MO 65102
(573) 751-4905**

STATE CONTACTS:

**Eric Shepherd, Program Manager
Dawn Tellman, Program Specialist
Heather Haslag, Program Representative**

DEADLINE:

**Applications must be received in office or postmarked by
Wednesday, October 25, 2006**

LOCAL LAW ENFORCEMENT BLOCK GRANT/ JAG PROGRAM (LLEBG)

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OMB CIRCULARS

The following Office of Management and Budget (OMB) Circulars have been referenced herein and copies may be obtained from <http://www.ojp.usdoj.gov/OC/finance.html>. It is the responsibility of the recipient agency to comply with the federal guidelines contained in the circulars.

The Office of Management and Budget
725 17th Street, N.W.
Washington, DC 20503

- ❑ **OMB Circular A-87: “Cost Principles for State and Local Governments”**
This Circular establishes principles and standards for determining costs applicable to grants and contracts with state and local units of government.
- ❑ **OMB Circular A-102: “Grants and Cooperative Agreements with State and Local Governments”**
This Circular establishes standards for administration of grants with state and local government agencies.
- ❑ **OMB Circular A-133: “Audits of States, Local Governments, and Non-Profits”**
This Circular sets forth standards for the audit of states, local governments, and non-profit organizations under the Single Audit Act.
- ❑ **Common Rules: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 28 CFR Part 66”**
This Common Rule contains government wide fiscal and administrative conditions governing Federal grants and cooperative agreements and sub awards to State, Local, and Indian Tribal Governments.

OC FINANCIAL GUIDE

The OC Financial Guide has been referenced herein. It is the responsibility of the Contractor to comply with the federal guidelines contained in this manual. Copies of the OC Financial Guide may be obtained from the Department of Justice Response Center at 1-800-421-6770 or by writing to:

Office of the Comptroller
Office of Justice Programs
United States Department of Justice
633 Indiana Avenue, N.W., 9th Floor
Washington, D.C. 20531
Internet: <http://www.ojp.usdoj.gov/OC/finance.html>

2007 Local Law Enforcement Block Grant

Grant Application Checklist

Have you included:

- ☐ Application Summary Report
- ☐ Application for Funding Form
- ☐ Equipment Budget Page
- ☐ Narrative Work Program
- ☐ Certified Assurances Form
- ☐ Certification of Cash Match Form
- ☐ Audit Requirements Form
- ☐ Report of Expenditures and Check Payee Form

Have you:

- ☐ Double-checked your math?
- ☐ Checked that all forms are accurate and fully completed?
- ☐ Verified the Authorized Official has signed and dated:
 - ☐ Application for Funding Form
 - ☐ Certified Assurances Form
 - ☐ Certification of Cash Match Form
 - ☐ Audit Requirements Form
- ☐ Verified the Project Director has signed and dated:
 - ☐ Certified Assurances Form
- ☐ Included justification for each budget item in the narrative?
- ☐ Assembled your application packet in the above order?
- ☐ Marked the "ORIGINAL" application packet in the upper right hand corner of top sheet?
- ☐ Submitted one original and four copies for review before the postmarked date?

APPLICATION DEADLINE

All applications must be postmarked or received by the Department of Public Safety by no later than October 25, 2006. Failure to submit your application by the deadline may result in the application being denied.

Submit the original and four copies of the application to:

Mailing Address:

**Missouri Department of Public Safety
Attn: NCAP Section
P.O. Box 749
Jefferson City, MO 65102**

Street Address:

**Harry S. Truman State Office Building
301 West High Street, Room 870
Jefferson City, MO 65101**

FAXED APPLICATIONS WILL NOT BE ACCEPTED!

PROGRAM DESCRIPTION:

LOCAL LAW ENFORCEMENT BLOCK GRANT/JAG PROGRAM (LLEBG)

INTRODUCTION

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program will allow states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. JAG replaces the Byrne Formula and Local Law Enforcement Block Grant (LLEBG) programs to simplify the administration process for grantees.

MATCH REQUIREMENTS

A **10% cash match of the total project cost** is required of all LLEBG/JAG recipients. The purpose of matching funds is to augment the amount of resources available to the project from grant funds.

Examples of Acceptable Match:

- **Hard cash**, which is newly appropriated for the express purpose of matching the federal LLEBG/JAG Contract.
- Matching funds in the form of **cash** may be generated from other sources, such as cash contributions from corporations, citizen/community organizations or private sources.
- State and local units of government may use as match, **cash** that was received from a federal government agency under the Equitable Sharing Program. *(For record purposes, the Department of Public Safety recommends that the recipient agency obtain a letter from the federal agency stating that the funds were transferred for the purpose of matching federal contracts for law enforcement.)*

Examples of Unacceptable Match:

- Funds obtained from **state or local forfeitures** may not be used as match. Article IX, Section 7, of the Constitution of the State of Missouri states, "All interest accruing from investment of the school fund, the clear proceeds of all penalties, forfeitures and fines collected hereafter for any breach of the penal laws of the state, the net proceeds from the sale of estrays, and all other moneys coming into said fund shall be distributed annually to the schools of the several counties according to the law."
- **Drug Free Schools and Communities grant funds** administered by the Missouri Department of Elementary and Secondary Education are federal dollars that cannot be used to match LLEBG/JAG Contracts.
- **Narcotics Control Assistance Program grant funds** administered by the Missouri Department of Public Safety are federal dollars that cannot be used to match LLEBG/JAG Contracts.
- **Federal funds** from other federal grant programs cannot be used as match.
- Matching funds may not be "**in-kind contributions**." For example, volunteer services may not be given a dollar value, replacement cost of office furniture donated, etc.

- **Indirect costs** cannot be used as match. For example, a pro-ration of an officer's supervisor's time or charge for payroll-related services will not be allowed.
- **Salaries of existing personnel** cannot be used as match.
- Funds, which represent part of the **existing criminal justice budget**, cannot be used as match.

ALLOCATION OF FUNDS

The LLEBG/JAG Program Funds are to be distributed to local units of government in Missouri. The individual grants will not exceed \$10,000 (\$9,000 Federal Award and \$1,000 Local Cash Match) per requesting agency. The U.S. Department of Justice, Bureau of Justice Assistance (BJA) is responsible for awarding funds to agencies that receive direct awards in excess of \$10,000. The remainder of the Missouri appropriation is awarded to the Missouri Department of Public Safety.

Any unit of local government who received or was eligible to receive a direct award from BJA is not eligible to apply for these funds (see Appendix A).

NON-SUPPLANTATION

Funds made available under the Local Law Enforcement Block Grant/JAG Program cannot be used to supplant locally appropriated funds. Federal funds cannot be used to take the place of existing local funds set aside for the purpose area.

CONTRACT FUNDS

All LLEBG/JAG recipients must establish a trust fund in which to deposit program funds. The account must include the following four requirements:

- 1) The account may earn interest, but any earned interest must be used for program purposes. (The trust fund does not have to be an interest-bearing fund.)
- 2) The recipient must be able to account for the federal award amount.
- 3) The recipient must be able to account for the local match amount.
- 4) The recipient must be able to account for any interest earned.

The unit of local government, not the implementing agency, should establish the trust fund. For example, for a city award, the city manager or mayor's office should establish the fund, not the police department.

ELIGIBLE APPLICANTS

Local Law Enforcement Block Grant/JAG contracts administered by the Missouri Department of Public Safety can only be awarded to law enforcement agencies through their respective city or county. The law enforcement agency must be in compliance with the provisions of **Section 43.505 RSMo relating to Uniform Crime Reporting** and **Section 590.650 RSMo relating to Racial Profiling Reporting**.

Applications exceeding an award amount of \$9,000 will not be accepted.

*Note: The Applicant Agency on all forms should be identified as the agency's respective city or county.
(Example: City of Jefferson, not Jefferson City Police Department)*

ELIGIBLE PURPOSES

The goal of this program is to make funds available to units of local government to reduce crime and improve public safety. The LLEBG/JAG funding will be made available for the purchase of equipment that will enable law enforcement agencies to meet this goal. In order to be considered for LLEBG/JAG funding, items requested in applications must be in accordance with the purpose area defined below:

Purpose Area 1c:

Procuring equipment, technology and other material directly related to basic law enforcement functions.

Equipment and technology purchased under this area must be used in support of basic law enforcement functions.

ALLOWABLE COST ITEMS

Allowable types of equipment include, but are not limited to, the following:

- Flashlights
- In-Car Cameras
- Light Bars
- Locks
- Mobile Data Terminals
- Protective Clothing
- Vehicle Cages
- Radios (Project 25 Compliant)
- Security Devices
- Siren Boxes
- Surveillance or Investigative Equipment
- Trauma Kits

Equipment relating to officer safety will be given precedence. However, those agencies seeking funding for ballistic vests are encouraged to utilize the Bulletproof Vest Program through the Office of Justice Programs, Bureau of Justice Assistance.

INELIGIBLE COST ITEMS

Ineligible cost items include, but are not necessarily limited to, the following:

- Breathalyzers, PBT
- Canine & Canine Related Expenses
- Construction
- Consultants
- Fixed-Wing Aircraft
- Law Enforcement Vehicles (cars)
- Less- Than-Lethal Weapons
- Limousines
- Military-Type Equipment
- Radar Guns
- Real Estate Property
- Tanks or Armored Personnel Carriers
- Weapons and Ammunition
- Yachts

➤ ***Please note new additions to the Ineligible Cost Items list (i.e. Law Enforcement Vehicles) under the Local Law Enforcement Block Grant/Justice Assistance Grant (LLEBG/JAG).***

CONTRACT PERIOD

The LLEBG/JAG program will be made available to purchase law enforcement and security related equipment only. Contracts, therefore, will be awarded for a period of 6 months. The procurement of approved equipment must be after the contract period start date but before the contract period end date.

The contract period for the 2007 LLEBG/JAG Grant is January 1, 2007 to June 30, 2007.

APPLICATION PROCEDURE

The Department of Public Safety may follow the procedures established by the Department of Public Safety, Office of the Director, for all federal funding programs administered by the Department of Public Safety, Office of the Director or the procedures established in Chapter 34, RSMo in regard to the filing of applications for assistance by public agencies.

The Local Law Enforcement Block Grant/JAG (LLEBG) Application must be received by the Missouri Department of Public Safety, Office of the Director or be postmarked by October 25, 2006.

No applications will be accepted after the dated postmark of October 25, 2006.

The applicant must submit all data required by this application document. Failure to submit all required data could disqualify the proposal from further consideration. (*Refer to the Application Checklist for all required forms.*)

Funding decisions will be made by December 2006 following the review panel meeting.

APPLICATION REVIEW PROCESS

A review panel will be set up to evaluate the applications for funding received by the deadline. Any person serving on the review panel cannot have a financial interest in the funding being considered. The review panel will come to a decision on the recommended funding level for each applicant agency.

In evaluating each application, the review panel will be asked to consider the following factors:

- Demonstration of need including geographic location, other programs available, local demographics, local statistics, etc.
- Overall description of the intended use of the grant and local match fund
- Demonstration that the LLEBG/JAG Program funds will not be used to supplant state and local funds
- Demonstration that the applicant agency has met the local match requirements and has identified the source of the local match
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines
- Overall quality of the application

The Department of Public Safety is required by law to make award decisions based on competitive bid process. It is anticipated that the funding requests will easily exceed two to three times the money available in 2007 grant funds. Because of these circumstances, the review panel is expected to make some very difficult decisions.

With the approval of the Director of the Department of Public Safety, applicants will be notified of the decisions made by the review panel. Applicants who do not receive funding will be given the rationale behind the panel's decisions.

MONITORING

The Department of Public Safety, Office of the Director, may monitor contracts to ensure appropriate fiscal and program records are being maintained. The contractor may be required to submit such monitoring information in writing to the Department of Public Safety, Office of the Director. Each contract shall be subject to review by the Department of Public Safety at least annually.

DEPARTMENT OF PUBLIC SAFETY CONTACTS

Any questions regarding the Local Law Enforcement Block Grant/JAG (LLEBG) Program application or the administration of your LLEBG contract may be directed to the Missouri Department of Public Safety, Office of the Director staff indicated below at (573) 751-4905.

AUDIT INFORMATION:

Tom Orf
Federal and State Grant Programs

Responsible for any Audit Issues

FINANCIAL INFORMATION:

Dawn Tellman and Heather Haslag

*Responsible for issues concerning Expenditure Reports,
Requests for Funds, and Project Income Reports*

PROGRAM INFORMATION:

Eric Shepherd, Program Manager
Dawn Tellman, Program Specialist
Heather Haslag, Program Representative

*Responsible for issues concerning the Application Process,
Status of Awards, Budget Revisions, Program Changes,
Monitoring Issues, Performance Reports, etc.*

LOCAL LAW ENFORCEMENT BLOCK GRANT APPLICATION

GENERAL INSTRUCTIONS

All portions of the LLEBG/JAG Program Application must be completed, typewritten, and submitted for funding consideration. The Application Packet consists of the following:

- ☐ Application Checklist
- ☐ Program Description
- ☐ General Instructions
- ☐ Application Summary Report
- ☐ Application for Funding Form
- ☐ Equipment Budget Page
- ☐ Certified Assurances
- ☐ Certification of Cash Match Form
- ☐ Audit Requirements
- ☐ Report of Expenditures and Check Payee Information
- ☐ Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts

All forms necessary for submission of this application are included in this packet and can be found on the Missouri Department of Public Safety website at www.dps.mo.gov. The forms can be saved to your computer and completed as necessary. You can refer to the Application Packet Checklist for a complete listing of required forms and the proper order of your application.

APPLICATION SUMMARY REPORT

Provide the requested information on this form and a brief summary of the proposed project. Do not refer us to the narrative section of the application. This form is used to gather and report basic information regarding the contract.

APPLICATION FOR FUNDING

Provide the requested information for each section of this form, making sure to complete the entire form. The Program Category (Section 12) should be identified as “LLEBG – Equipment Procurement.” Refer to the instructions for completing the Application for Funding form for more information. The Authorized Official must sign and date this form. The original application should contain the original signature of the Authorized Official listed on the application.

EQUIPMENT BUDGET

Instructions for completing the *Equipment Budget* page are printed at the top of the form. Please be sure to follow these instructions precisely. Provide a complete breakdown of the budget for implementation and operation of the proposed project including the source of the bid. List all items that are part of a package, e.g. radio, belt clip, microphone, batteries, shipping and handling, etc. If items are not listed on this page, they cannot be purchased with LLEBG/JAG Program funds. Refer to the *Program Guidelines* and *Financial and Administrative Guidelines for Contracts* for information on the use of funds.

NARRATIVE WORK PROGRAM

Provide a complete, typewritten *Narrative Work Program* for the proposed project to explain, in detail, the need for the funding, the intended use of the funding, and the anticipated results of the program. The narrative work program should focus on the project to be funded, not the agency as a whole.

On plain white paper, identify each of the specific sections of the *Narrative Work Program* as outlined below. **Please be sure to follow this outline and to include all of the information requested.**

NOTE: Use font type Arial or Times New Roman and a font size of 12. Set page margins at 1” on each side.

IF THE NARRATIVE IS NOT IN THE DESCRIBED FORMAT OR IS DEFICIENT IN PROJECT INFORMATION, THE GRANT REQUEST MAY BE DENIED.

- A. Brief History of the Applicant Agency** – Provide a brief history of your agency. Include the population in the agency’s jurisdiction, number of sworn officers (volunteer and salaried), and the number of police vehicles utilized by the department.
- B. Statement of the Problem** – This section must address the need for LLEBG/JAG Program grant funds and the proposed project. Define the problem that you will be attempting to impact with the project for which you are requesting funds. Be specific. Do not include every issue your agency addresses, but only the one(s) that will be impacted by the use of the LLEBG/JAG Program funds being requested. Since you are competing with other agencies for limited funds, you should document as extensively and as factually as possible the definition of the problem. For example, include facts and statistics on incidents of crime, existing resources, and the geographic service area.
- C. Identification of Matching Funds** – The local match requirement is 10% of the total project cost. Identify the provider of these funds (local general revenue, donations, etc.) Each source of matching funds must be described. The matching funds must be hard cash match and cannot be in-kind match. See *Match Requirements* for more information and examples of acceptable and unacceptable forms of match.
- D. Budget Justification** – Justify the need for all items listed in the budget for which LLEBG/JAG Program or local match funds will be used. Each individual budget item must be justified. Explain how each item will enhance the identified needs of your agency.
- E. Community Impact** – How will your proposed program impact the community that it serves? Describe how the grant program will affect crime related issues concerning public safety.

ADDITIONAL FORMS

Provide the information requested on the following forms:

- ☐ **Certification of Cash Match**
Identify the source of matching funds and the total amount of cash contributions.
- ☐ **Audit Requirements**
Complete the Federal and State funds received section of the form even if you have not or are not required to have an audit completed.
- ☐ **Report of Expenditures & Check Payee Information**
Complete the form as indicated.

ASSEMBLING THE APPLICATION

Please assemble the completed application in the following order for submission:

1. Application Summary Report
2. Application for Funding
3. Equipment Budget Page
4. Narrative Work Program
5. Certified Assurances
6. Certification of Cash Match
7. Audit Requirements
8. Report of Expenditures & Check Payee Information

Forms can be downloaded from the DPS website, typed in, and printed, but they cannot be saved unless you have the full version of Adobe Acrobat.

- ✓ **DO NOT INCLUDE THE INSTRUCTIONS OR GUIDELINES WITH YOUR APPLICATION.**
- ✓ **PLEASE DO NOT BIND THE APPLICATION PACKET. STAPLE IT IN THE UPPER LEFT CORNER.**
- ✓ **THE PROPERLY SIGNED ORIGINAL APPLICATION FORMS AND FOUR COPIES (FIVE TOTAL) MUST BE RECEIVED BY THE MISSOURI DEPARTMENT OF PUBLIC SAFETY, OFFICE OF THE DIRECTOR OR BE POSTMARKED BY OCTOBER 25, 2006.**
- ✓ **NO APPLICATIONS WILL BE ACCEPTED AFTER THE POSTMARK DEADLINE!**
- ✓ **PLEASE MARK THE “ORIGINAL” APPLICATION SUMMARY REPORT IN THE UPPER RIGHT HAND CORNER OF THE FACE SHEET.**

Submit the ORIGINAL and FOUR COPIES of the application to:

Mailing Address:

**Missouri Department of Public Safety
Attn: NCAP Section
P.O. Box 749
Jefferson City, MO 65102**

Street Address:

**Harry S. Truman State Office Building
301 W. High Street
Room 870
Jefferson City, MO 65101**

**APPLICATIONS MUST BE
RECEIVED OR POSTMARKED BY
OCTOBER 25, 2006**

FAXED APPLICATIONS WILL NOT BE ACCEPTED!

APPLICATION SUMMARY REPORT

Applicant Agency:

Program Title:

Authorized Official

Project Director

Officer in Charge/Supervisor of Project

Name

Name

Name

Agency

Agency

Agency

Address

Address

Address

City State Zip

City State Zip

City State Zip

Phone # Fax #

Phone # Fax #

Phone # Fax #

E-mail Address

E-mail Address

E-mail Address

State/Federal Funds Requested

Local Match Share Required

State Provided Match (MJDTF Only)

\$ _____

\$ _____

\$ _____

Geographic Area(s) to be served by this project (Include all Counties and Cities that are part of this grant and will be served by the Project):

The requested funds will be used to :

- ☐ Fund a New Project
- ☐ Expand/Enhance an Existing Project
- ☐ Continue a Previously Funded Project

Give a brief summary of the services to be offered by this project:

Instructions for Application for Funding

Section 1 – Instructions

This application must be typewritten.

Section 2 – Grant Programs

Select the appropriate grant program for which you are making application.

Section 3 – Applicant Agency

Enter the legal name and address of the organization that has the authority to legally bind the agency in a contract.

For an agency within a city government system (i.e. Police Department), the **city** is the applicant organization. For an agency within a county government system (i.e. Sheriff's Department, Prosecuting Attorney's Office), the **county** is the applicant organization. For an agency within a judicial circuit (i.e. Circuit Court, Juvenile Office), the **county** that provides fiscal management is the applicant organization.

JAG and LLEBG – Only state and local units of government are eligible to apply for this funding.

LGSD – Only local units of government that have entered into a local government/school district partnership as defined in Section 589.300 to 589.310, Supp. 1995 are eligible to apply for this funding.

Title V - Only local units of government are eligible to apply for this funding.

Section 4 – Applicant Authorized Official

This person cannot be the same person named as the Project Director.

Enter the name and address of the individual who has the authority to legally bind the applicant agency, as listed in Section 3, in a contract.

City Government – If the applicant agency is a city, the mayor/city administrator shall be the Authorized Official.

County Government – If the applicant agency is a county, the county commissioner/administrator shall be the Authorized Official.

Private/Nonprofit – If the applicant agency is a private, nonprofit organization, the Authorized Official must be the individual who has the legal authority to bind the organization in a contract. Any potential funds awarded as a result of this application cannot be used for the salary of the Authorized Official. Generally, the executive director of the organization or the board chairperson for the organization may act as the Authorized Official.

Section 5 – Project Director

Enter the name and address of the person who will have direct oversight of the proposed project.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

Section 6 – Applicant Fiscal Officer

Enter the name and address of the individual who has responsibility for project accounting, reporting, and closeout.

Section 7 – Non-Profit Board Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address if possible.

**This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.*

Section 8 – Project Title

Enter a carefully chosen, brief descriptive title.

Section 9 – Type of Application

Indicate the type of application based on the following:

NEW - If this application is being submitted as part of a competitive bid process, the type of application is considered "**New**".

REVISED - If the agency has specifically been asked by the Department of Public Safety to revise a portion of a New or Renewal application, the type of application is considered "**Revised**".

RENEWAL - If the agency has specifically been notified of the opportunity to renew an existing contract, the type of application is considered "**Renewal**".

CONTINUATION – If this application is being submitted as part of a competitive bid process to continue a program currently funded by the Department of Public Safety, the type of application is considered "**Continuation**".

Section 10 – Current Contract Number(s)

Indicate the DPS Contract Number if the applicant agency currently has a contract through the identified grant program.

Section 11 – Applicant's Federal Tax I.D. Number

Enter the applicant organization's Federal Tax Identification Number. This number must be included in order to document receipt of this application.

Section 12 – Program Category

Enter the appropriate categorical description for this proposed project. Refer to the Program Description section of the application for a listing of the appropriate categories.

This section is not required for VOCA, SSVF, STOP, Title V or Challenge grants.

Section 13 – Contract Period

Enter the appropriate contract period for this proposed project. Please see the following listing:

VOCA – October 1 through September 30
SSVF – July 1 through June 30
STOP – January 1 through December 31
Title V – October 1 through September 30
Title II – October 1 through September 30
JAIBG – October 1 through September 30
Challenge – See Program Description
JAG – July 1 through June 30
MCLUP – June 1 through May 31
RSAT – July 1 through June 30
CLAP – June 1 through May 31
LLEBG – January 1 through June 30
LGSD – July 1 through June 30

Section 14 – Type of Project

Check the appropriate box.

Section 15 – Program Income

If program income will be generated by this proposed project, please indicate in this section. Refer to the program application for information on program income.

Section 16 – Budget

Refer to the program application for the appropriate funding categories for the proposed project. Enter the total cost amounts from each individual budget page in the appropriately identified space. Enter the total Project Cost based on the totals taken from the individual budget pages. Enter the federal/state share and the local match shares. Make sure that the total federal/state share from the individual budget pages agrees with the amount entered on this sheet. Also make sure that the total local match share calculated from the individual budget pages agrees with the amount entered in this section. Refer to the program application for the description of the local match share if required.

Section 17 – Authorized Official's Signature

This application must bear the **ORIGINAL SIGNATURE** of the Authorized Official as identified in Section 4.



APPLICATION FOR FUNDING

Missouri Department of Public Safety
Office of the Director
P.O. Box 749
Jefferson City, MO 65102

1-888-394-6377
website: www.dps.mo.us



SECTION 1 – INSTRUCTIONS

This application must be typewritten. Please refer to the enclosed instructions to complete this form.

SECTION 2 – GRANT PROGRAMS

- | | | |
|--|---|---|
| <input type="checkbox"/> VOCA – Victims of Crime Act | <input type="checkbox"/> SSVF - State Services to Victims Fund | <input type="checkbox"/> STOP - Stop Violence Against Women Grant Program |
| <input type="checkbox"/> JAG - Justice Assistance Grant | <input type="checkbox"/> MCLUP – MO Crime Lab Upgrade Program | <input type="checkbox"/> RSAT – Residential Substance Abuse & Treatment Program |
| <input type="checkbox"/> CLAP – Crime Lab Assistance Program | <input type="checkbox"/> LLEBG - Local Law Enforcement Block Grant | <input type="checkbox"/> LGSD – Local Government School District Program |
| <input type="checkbox"/> Title V – Delinquency & Youth Violence Prevention | <input type="checkbox"/> Title II – Juvenile Justice Formula Grants | <input type="checkbox"/> JAIBG – Juvenile Accountability Incentive Block Grant |
| <input type="checkbox"/> Challenge – Statewide Policies and Programs | <input type="checkbox"/> PCNFS – Paul Coverdell Nat'l Forensic Sciences | <input type="checkbox"/> ICCG – Internet Cyber Crime Grant |

SECTION 3 – APPLICANT AGENCY

AGENCY	FAX	
	PHONE	
ADDRESS		
CITY	STATE	ZIP

SECTION 8 – PROJECT TITLE

SECTION 9 – TYPE OF APPLICATION

- ☐ New ☐ Revised ☐ Renewal ☐ Continuation

SECTION 10 – CURRENT CONTRACT NUMBER(S)

SECTION 4 – APPLICANT AUTHORIZED OFFICIAL

NAME	FAX	
	PHONE	
TITLE		
AGENCY		
ADDRESS		
CITY	STATE	ZIP

SECTION 11 – APPLICANT'S FEDERAL TAX I.D.

SECTION 12 – PROGRAM CATEGORY

SECTION 13 – CONTRACT PERIOD

BEGINNING DATE _____ ENDING DATE _____

SECTION 5 – PROJECT DIRECTOR

NAME	FAX	
	PHONE	
TITLE	E-Mail Address:	
AGENCY		
ADDRESS		
CITY	STATE	ZIP

SECTION 14 – TYPE OF PROJECT

- ☐ Statewide ☐ Regional ☐ Local

SECTION 15 – PROGRAM INCOME

Will Program Income be generated? ☐ Yes ☐ No

SECTION 16 – BUDGET

Total Cost

PERSONNEL

VOLUNTEER MATCH

TRAVEL

EQUIPMENT

SUPPLIES/OPERATIONS

CONTRACTUAL

RENOVATION/CONSTRUCTION

TOTAL PROJECT COSTS

SECTION 6 – APPLICANT FISCAL OFFICER

NAME	FAX	
	PHONE	
TITLE		
AGENCY		
ADDRESS		
CITY	STATE	ZIP

SECTION 7 – NON-PROFIT BOARD CHAIRPERSON

NAME	FAX	
	PHONE	
TITLE		
AGENCY		
ADDRESS		
CITY	STATE	ZIP

FEDERAL/STATE SHARE

%

LOCAL MATCH SHARE

%

SECTION 17 – AUTHORIZED OFFICIAL'S SIGNATURE

Signature

Date

EQUIPMENT		APPLICANT AGENCY:	
		PROJECT TITLE:	
INSTRUCTIONS			
1. Equipment is defined as tangible personal property having a useful life of more than one year. 2. Under the Item column, describe each type of equipment in terms of size, capability, etc.		3. Under the Basis for Cost Estimate , list the number of units of each type of equipment and provide a unit cost and the source of the bid. 4. Under the Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL EQUIPMENT COST	\$
Local Match Share	\$		

LOCAL LAW ENFORCEMENT BLOCK GRANT/JAG PROGRAM CERTIFIED ASSURANCES

Agency Name:	
Project Title:	

In addition to the general terms contained in the *Application Packet*, the applicant is also conditioned upon and subject to compliance with the following assurances.

1. The applicant assures that it will comply, and all its subcontractors will comply, with the applicable sections of the Omnibus Fiscal Year 1996 Appropriations Act and HR 728; *Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts*; the *OC Financial Guide*; the *Application Packet for the 2007 LLEBG/JAG Program*; and other applicable federal laws, orders, circulars or regulations.
2. The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.
3. The Applicant agrees to submit, within 30-days of the project period ending date, an expenditure report that will outline the expenses incurred within the contract period of January 1, 2007 – June 30, 2007 and the funds utilized for these expenses. Attached to the expenditure report will be the invoices from the equipment purchased. Any unused Federal Funds shall be returned to the Missouri Department of Public Safety, Office of the Director. Failure to submit the expenditure report and invoices by the deadline may affect future funding decisions.
4. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety/LLEBG/JAG Program funds.
5. Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for any local unit of government or law enforcement agency to transfer or sell equipment purchased under this contract. Equipment purchased with LLEBG funds must be kept for at least three years before disposing of it.
6. **Local Share:** The approved match must be expended within the time period (the contract period) for which federal funds are available for expenditure under the approved contract. Records must be maintained to show the amount and timing of the match. These records are subject to audit in the same manner and to the same extent as books and records dealing with federal funds. **Failure to provide the approved match may result in your agency being required to refund the federal share to the Missouri Department of Public Safety.**
7. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs. In addition, interest earned on LLEBG funds must be utilized on the project or returned to the Department of Public Safety, Office of the Director.
8. **Budget Revisions: Prior** approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain changes in the budget as outlined below:
 - a. Change in project site.
 - b. Addition or change of line items in the budget.
 - c. Change in or temporary absence of the Project Director or Authorized Official.
 - d. Change in scope of the programmatic activities or purpose of the project.

If a budget or programmatic revision is required, the request for a change must be submitted **at least 30 days prior** to the proposed change and **at least 60 days prior** to the end of the contract period.
9. **Procurement:** The applicant assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition. In addition, the applicant assures that all procurement transactions will meet the minimum standards set forth in the *Missouri Department of Public Safety Financial and Administrative Guide for Contracts*.
10. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to be sole source procurement. Sole source procurement on purchases with an individual cost from \$3,000.00 to \$100,000 requires **prior** approval by the Department of Public Safety. In addition, sole source procurement for amounts in excess of \$100,000 requires **prior** U.S. Department of Justice approval.

11. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
12. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall be used for criminal justice purposes only.
13. The applicant assures that federal block grant funds made available will not be used to supplant state and local funds, but will be used to increase the amount of funds that would, in the absence of federal funds, be made available for the activities of this project.
14. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
15. **Audit:** The applicant agrees to provide an annual audit of their organization in accordance with the provisions of Office of Management and Budget Circulars applicable to their organization.
16. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require.
17. The applicant assures that, if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 *et seq.*, it will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file, which meets the requirements therein.
18. The applicant assures that, in connection with the furnishing of services under this contract, it will comply and any subcontractors will comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).
19. The applicant assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Violence Against Women Act, 42 U.S.C. Department of Justice Non-Discrimination Regulations 28 CFR part 42, Subparts C, D, E, and G.
20. The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC) of the Office of Justice Programs, U.S. Department of Justice.
21. The law enforcement agency under this contract assures that it is in full compliance with the provisions of Section 43.505 RSMo relating to uniform crime reporting and Section 590.650 RSMo relating to racial profiling. Failure to comply with these sections by the law enforcement agency may result in the withholding of federal and state funds or termination of this Contract.
22. The law enforcement agency under this contract assures that it is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that “any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes.”
23. The Missouri Department of Public Safety, Office of the Director, reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
24. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
25. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT):** As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67, 510-
 - A. The applicant certifies that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency,
- 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- 4) Have not within a three period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default, and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

IMPORTANT: The Certified Assurances outline important requirements of this contract. By signing, you are agreeing to comply with these requirements. Failure to comply with any of the guidelines outlined in these certifications could result in the termination of the contract.

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application.

PROJECT DIRECTOR:

AUTHORIZED OFFICIAL:

Typed Name

Typed Name

Title

Title

Signature

Date

Signature

Date

CERTIFICATION OF CASH MATCH	APPLICANT AGENCY:	
	PROJECT TITLE:	
INSTRUCTIONS		
<p>1. The purpose of this form is to identify the amount of cash to be contributed as matching contributions and to assure that the match in question conforms to definition and standards established by the federal government.</p> <p>2. Under Source of Matching Funds, list the name and address of the contributing organization.</p> <p>3. Show the total amount of the cash contribution under Amount.</p> <p>4. These funds must be identified in state or local agency budgets or appropriations and must be in addition to funds that would otherwise be made available for drug law enforcement. Identification requires an earmarking in some document associated with the appropriation or budget process.</p> <p>5. If a further explanation of allowable and unallowable match is needed, contact the Missouri Department of Public Safety.</p> <p>The designated cash match appearing with this application represents funds, which are in addition to funds that would otherwise be made for criminal justice purposes.</p>		
SOURCE OF MATCHING FUNDS		AMOUNT
Total Cash Contribution		\$
<p>The Signature below, by the Applicant Authorized Official, certifies that all matching funds identified in this application are in accordance with the Missouri Department of Public Safety Guidelines.</p>		
<div> <div></div> <div> Applicant Authorized Official Signature Date </div> </div>		
<p>*ATTACH ADDITIONAL FORMS AS NEEDED</p>		

AUDIT REQUIREMENTS

If you are awarded funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$500,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$500,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



This section must be completed **even if your agency is not required** to submit an audit to the Missouri Department of Public Safety.

1. Date of last audit: _____ 2. Date(s) covered by last audit: _____

3. Last audit performed by: _____

Phone number of auditor: _____

4. Date of next audit: _____ 5. Date(s) to be covered by next audit: _____

Next audit will be performed by: _____

Phone number of auditor: _____

7. Total amount of funds received from **ALL** entities **INCLUDING** the Department of Public Safety

Federal Amount: \$ _____ State Amount: \$ _____

NOTE: The State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth-class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: _____
(Authorized Official)

Date: _____

Agency: _____

Phone: _____

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and Address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: (_____)_____ FAX NUMBER: (_____)_____

E-MAIL ADDRESS: _____

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.*

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

Name and Address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: (_____)_____ FAX NUMBER: (_____)_____

E-MAIL ADDRESS: _____

MISSOURI DEPARTMENT OF PUBLIC SAFETY

FINANCIAL AND ADMINISTRATIVE GUIDELINES FOR LLEBG CONTRACTS

I. AWARD AND ACCEPTANCE OF CONTRACT

A. Award of Contract

After completion of the review process, contract applications designated for approval are formally awarded by the Missouri Department of Public Safety in the form of the *Award of Contract* document. This award identifies the Missouri Department of Public Safety (Administrative Agency), the contractor, the contract period, amount of federal funds, and the contract number. As appropriate, Special Conditions are included which the Contractor must meet if the award is accepted. All correspondence concerning the award shall refer to the designated contract Number shown on the *Award of Contract* document.

B. Acceptance of Award

The *Award of Contract* constitutes a contractual agreement between the Missouri Department of Public Safety and the Contractor for use of federal funds in the implementation of the project covered by the award as outlined in the Application for Contract and Narrative Work Program. This contractual agreement may be terminated without further cause if the Contractor fails to affirm its acceptance of the award by signing and returning the *Award of Contract* to the Missouri Department of Public Safety within **45 DAYS** from the date of award. No federal funds shall be disbursed to the Contractor until the Missouri Department of Public Safety has received the signed acceptance.

C. Cancellation Conditions

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date. If a project is not operational within **90 DAYS** of the contract starting date, the Contractor must submit a second statement to the Missouri Department of Public Safety explaining the implementation delay. Upon receipt of the 90-day letter, the Missouri Department of Public Safety may decide to continue the contract or cancel the project.

II. PAYMENT AND REPORTING OF FUNDS

A. Report of Expenditures

Contractors will be required to verify, actual cash expenditures. The Report of Expenditures report is mailed to the Contractor along with the lump sum payment of Federal Funds awarded. The *Report of Expenditure report* is due within 90 days of the end of the contract period.

B. Obligated Funds

Funds are considered obligated by a Contractor when a legal liability to pay determinable sums for services or goods is incurred that will require payment during the same or future period. When a purchase order is issued, funds are considered obligated. All funds must be obligated within the contract period. Any funds not properly obligated within the contract period will lapse and revert to the Missouri Department of Public Safety. Funds cannot be obligated for an activity that will take place outside of the contract period.

C. Expended Funds

Funds are considered to be expended when payment is made. Funds that have been properly obligated by the end of the contract period will have **90 days** in which to be expended. Any funds not expended at the end of that 90-day period will lapse and revert to the Missouri Department of Public Safety.

III. REPORTING REQUIREMENTS FOR REVISIONS

A. Budget Revisions

Prior approval must be received from the Missouri Department of Public Safety for the addition or deletion of any budget line item. Prior approval from the Missouri Department of Public Safety must be obtained for a deviation (plus or minus) in the budget.

B. Program Revisions

Contractors must make a written request for approval from the Missouri Department of Public Safety for major program changes at least 30 days prior to the proposed change. These include changes such as:

- 1) A change in project activities as set forth in the approved Narrative Work Program.
- 2) A change in or the temporary absence of the Project Director and/or Authorized Official.
- 3) A change in project site.
- 4) The addition or change of an item to the project budget.

IV. PROCUREMENT POLICY

A. Allowable Costs

The Missouri Department of Public Safety has included allowable and unallowable costs in the *Program Description*. The U.S. Department of Justice Financial Guide and *Office of Management and Budget (OMB) Circular A-87*, "Cost Principles for State and Local Governments" provide the principles utilized in the establishment of the allowable and unallowable costs. OMB Circulars are guides for all federal grants. For requirements specific to *LLEBG/JAG*, please refer to the *Program Description* contained in the Application Packet.

If the Contractor is uncertain as to the allowability of a cost, please contact the respective Program Manager with the Missouri Department of Public Safety for clarification.

B. Procurement

It should be determined that the item to be purchased is an approved budget item (approved by the Missouri Department of Public Safety and shown on the agency's budget form in their application), that any necessary prior approval has been obtained, that no other item owned by the Contractor is available for the purpose, and that sufficient funds are in the budget.

All Contractors must adhere to the procurement standards contained in the OMB Circulars applicable to their organization as listed below:

State and Local Governments – Common Rule

Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 28 CFT Part 66.

All contractors are encouraged to use their own procurement regulations provided that the procurement regulations conform to applicable federal law and the standards identified in the Procurement Standards Sections of the Grant Common Rule or OMB Circular A-110. At a minimum, the contractor must meet the following procurement standards:

- 1) All procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.
- 2) All quotations and the rationale behind the selection of a source of supply must be retained, attached to the purchase order copy, and placed in the accounting files.

- 3) Where only one bid or positive proposal is received, it is deemed to be sole source procurement. Sole source procurement on amounts from \$3000 to \$100,000 requires prior approval from the Missouri Department of Public Safety. Sole source procurement of items costing \$100,000 or more requires prior U.S. Department of Justice approval.
- 4) Items costing less than \$3,000 may be purchased with prudence on the open market.
- 5) All purchases estimated to cost between \$3,000 and \$24,999 must be competitively bid, but need not be solicited by mail or advertisement.
- 6) All purchases with an estimated expenditure of \$25,000 or over shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.

C. Contract Requirements

When a Contractor subcontracts for work or services, the following is required:

- 1) All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided which shall not exceed the length of the contract period.
- 2) A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety upon their ratification.
- 3) Payments must be supported by statements outlining the services rendered and supporting the period covered.
- 4) Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety.

V. PROPERTY

A. Definitions

The following definitions apply for the purpose of these policies and procedures:

- 1) **Real Property** means land, land improvements, and appurtenances thereto, excluding movable machinery and equipment.
- 2) **Personal Property** means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).
- 3) **Equipment** is tangible, nonexpendable personal property having a useful life of more than one year.

B. Title

Title to property acquired in whole or in part with federal funds in accordance with an approved project budget shall be vested in the Contractor, as long as said property is used for the purposes of the LLEBG/JAG project.

C. Record Requirements

The Contractor will be required to maintain property management records. At a minimum, property management records maintained by the Contractor must meet the following requirements:

- 1) Records shall contain copies of the purchase order and invoice.
- 2) The records shall include an inventory control listing for nonexpendable property. The inventory control list must be reasonably current. The system may be manual or automated, centralized or decentralized. The record must contain:
 - a) Item description
 - b) Source of property
 - c) Manufacturer's serial number and, if applicable, a control number
 - d) Federally funded cost equity at time of acquisition
 - e) Acquisition date and cost
 - f) Location, use, and condition of property
 - g) Ultimate disposition data including sale price or the method used to determine current fair market value.
- 3) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to the property. Any loss, damage, or theft of nonexpendable property shall be investigated, fully documented, and made part of the contract file.
- 4) Adequate maintenance procedures shall be established to keep the property in good condition.

D. Inventory Record Retention

Records for equipment acquired with federal funds shall be retained for a period of three years from the date of the disposition or replacement or transfer at the discretion of the awarding agency. In any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved.

E. Disposition of Equipment

When equipment is no longer needed for criminal justice purposes, a State shall dispose of equipment in accordance with State procedures as deemed appropriate, with no further obligation to the awarding agency. Equipment purchased with LLEBG/JAG funds, however, must be kept for at least three years before disposal.

F. Replacement of Equipment

When an item is no longer efficient or serviceable but continues to be needed, the recipient/subrecipient may replace the property through trade-in or sale and subsequent purchase of new property, provided the following conditions are met:

- 1) The replacement property must serve the same function as the original property and must be of the same nature or character, although not necessarily of the same grade or quality.
- 2) Value credited for the property, if the property is traded in, must be related to its fair market value.
- 3) Purchase of replacement property must take place soon enough after the sale of the property to show that the sale and the purchase are related.

G. Intangible Property

Copyrights – Where Department of Public Safety programs produce original books, manuals, films or other copyrightable material, the Contractor may copyright such, but the administration reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, translate, or otherwise use, and to authorize others to publish and use such materials.

Patents – If any discovery or invention arises or is developed in the course of or as a result of work performed in a Contractor's project, the Contractor shall refer the discovery or invention to the U.S. Department of Justice which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the

public interest in work supported with federal funds, all in accordance with the “Government Patent Policy” (President’s Memorandum for Heads of Executive Departments and Agencies, February 18, 1983).

VI. ACCOUNTING SYSTEM AND FINANCIAL RECORDS

A. Accounting Systems

All Contractors must establish and maintain accurate financial records and an adequate accounting system to account for funds awarded to them. These records shall include both federal funds and all matching funds. An acceptable and adequate accounting system is considered to:

- 1) Present and classify costs of the contract as required for budgetary and evaluation purposes;
- 2) Provide cost and property control to assure optimal use of federal funds;
- 3) Control funds and other resources to assure that the expenditure of funds and use of property are in compliance with any general or special conditions of the contract;
- 4) Meet the deadlines for submission of financial reporting information, as needed for control and evaluation of all contract costs.

B. Total Cost Budgeting and Accounting

Accounting for all contract funds shall be structured and executed on a “total program cost” basis. That is, total program costs, including federal funds and local matching funds, and any other sources included in the approved project budget, shall be the foundation for fiscal administration and accounting. Contract applications and financial reports require budget and cost estimates on the basis of total costs.

C. Contractor Responsibilities

All Contractors receiving federal funds through the Missouri Department of Public Safety are responsible for the management and fiscal control of all funds. Responsibilities include the accounting of receipts and expenditures, the maintaining of adequate financial records and the refunding of expenditures disallowed by audits.

The Contractor is responsible for all aspects of the contract including proper accounting and financial record keeping. These responsibilities include:

- 1) Reviewing Financial Operations
- 2) Recording Financial Activities
- 3) Budgeting and Budget Review
- 4) Accounting for Non-state Contributions and Non-federal contributions
- 5) Audit Requirements
- 6) Reporting Irregularities

D. Record Retention

Records of the Contractor, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records are to be retained for a period of three years pursuant to the following:

- 1) The retention period starts from the date of submission of the final Report of Expenditures or from the submission of the audit for the contract period covered.
- 2) Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under a contract or subcontract, whether they are employed full-time or part-time.
- 3) Records must be retained beyond a three-year period if an audit is in progress and/or the findings of a completed audit have not been resolved. If an audit is completed and the findings are resolved prior to the three-year period, records will be retained until the end of the three-year period.

- 4) If state or local law requires a longer period of retention, access to the records will be allowed for purposes of audit.
- 5) The financial records must be kept in an orderly manner and be available for audit purposes to the Missouri Department of Public Safety.
- 6) Contractors are responsible for protecting their records against fire, theft, or other possible damages.

VII. MONITORING

A. Monitoring Reports

The Missouri Department of Public Safety may conduct monitoring during the contract period. Any findings as a result of the monitoring report will be reviewed and final determination made by the Director of the Missouri Department of Public Safety consistent with applicable state and federal laws, regulations, and guidelines.

B. Monitoring Purpose

Monitoring of all programs funded through the Missouri Department of Public Safety is designed to provide assistance to the Contractor both from a technical and programmatic standpoint, as well as, to provide the Missouri Department of Public Safety with the necessary information to ensure the Contractor's compliance with state and federal guidelines. This monitoring report will also be used as a tool for determining the progress of the project in achieving its outlined goals and objectives.

C. Monitoring Information Required

The following information and records may be reviewed at the time the monitoring report is conducted:

- 1) A brief summary of project activities to measure the performance of the project to date;
- 2) A list of project expenditures including both the local match and federal funds spent along with copies of invoices;
- 3) Copies of bid records to verify compliance with local and/or state procurement policies;
- 4) An inventory listing including items with a unit cost of \$250 or more purchased under the contract;
- 5) A copy of any written operational procedures developed for the project; and
- 6) Other information pertinent to the federally funded project.

VIII. AUDIT REQUIREMENTS

A. Audit Responsibilities

All Contractors are required to comply with the audit requirements contained in **OMB Circular A-133**, "Audits of States, Local Governments, and Non Profit Organizations". The required audits are to be on an organization wide basis as opposed to a grant-by- grant basis. All Contractors are further required to include in the audit report a schedule of federal assistance showing the total expenditures of each grant program. The schedule should include:

- 1) Name of federal agency;
- 2) Award amount;
- 3) Contract Period;
- 4) Expenditure activity during the audit period.

B. State and Local Units of Government

If an organization expends \$500,000 or more in federal funds in a year, the organization must have an audit performed in accordance with **OMB Circular A-133**, as amended. The required audits are to be on an organization-wide basis, independently performed, and must be in accordance with "Government Auditing Standards" covering financial audits. Audits under **OMB Circular A-133** shall be conducted with reasonable frequency, usually annually, but not less frequently than every two years.

C. Technical Assistance

The Office of Inspector General, Department of Justice, is available to provide technical assistance to Contractors in implementing the audit requirements. The assistance is available for areas such as:

- 1) Review of the audit arrangements and/or negotiations;
- 2) Review of the audit program or guide to be used for the conduct of the audit.

IX. GENERAL CONTRACT REQUIREMENTS

A. Unallowable Costs

The following is a list of costs generally unallowable for all projects funded through the Missouri Department of Public Safety.

- 1) Real Property Acquisition
- 2) Honoraria
- 3) Travel of federal employees
- 4) Bonuses or commissions
- 5) Lobbying
- 6) Cost of fundraising
- 7) Military type equipment
- 8) Compensation of federal employees
- 9) Indirect costs of conferences and workshops including entertainment, sports, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges

B. Termination of Contracts

In the event that the Missouri Department of Public Safety determines that a Contractor is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. Should this occur, the Contractor has the right to an appeal hearing. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

C. Criminal Penalties

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety or the U.S. Department of Justice shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code. Any justice program or project underwritten, in whole or in part, by any grant or contract of other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety or U.S. Department of Justice shall be subject to the provisions of Section 371 of Title 18, United States Code.

APPENDIX A

The Law Enforcement Agencies listed below received direct LLEBG awards from the Bureau of Justice Assistance and ARE NOT ELIGIBLE to apply for an LLEBG grant through the Missouri Department of Public Safety:

- Boone County
- Buchanan County
- Butler County
- Cole County
- Columbia City
- Farmington City
- Franklin County
- Grandview City
- Greene County
- Independence city
- Jackson County
- Jasper County
- Jefferson City
- Jefferson County
- Jennings City
- Joplin City
- Kansas City
- Lincoln County
- Newton County
- Sedalia City
- Springfield City
- St. Charles City
- St. Charles County
- St. Francois County
- St. Joseph City
- St. Louis City
- St. Louis County
- Stone County
- Taney County
- University City
- Webster County

APPENDIX B

Submit a Change of Information Form in the event the Authorized Official or Project Director or contact information listed in your approved application changes so that we can keep our records current in the event we need to contact your agency regarding your current contract. The Change of Information Form can be found on our website at www.dps.mo.gov.

Change of Information Form

VOCA Contract No. _____	JAG Contract No. _____	Title II Contract No. _____
STOP Contract No. _____	CLAP Contract No. _____	Title V Contract No. _____
SSVF Contract No. _____	MCLUP Contract No. _____	Challenge Contract No. _____
LGSD Contract No. _____	LLEBG Contract No. _____	JABG Contract No. _____
RSAT Contract No. _____	PCNFS Contract No. _____	ICCG Contract No. _____

Please list any change of information from that included in your approved contract.

Agency Name: _____

Authorized Official: _____

Project Director: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Other Changes: _____
(Please specify change. Include
changes in personnel, board
members, job descriptions,
organizational charts, etc.
Please attach copies) _____

******PLEASE NOTE******

Certain changes in the budget must be approved by the Department of Public Safety and requests for such changes must be submitted on a Request to Revise the Budget form, which is included in your application packet.

Agency Name: _____


Signature: _____ Date: _____
(Authorized Official)



Return to: Missouri Department of Public Safety, Attn: (Specify Program), P.O. Box 749, Jefferson City, MO 65102

APPENDIX C

Submit a Request to Revise the Budget Form if your agency is seeking approval from the Department of Public Safety to deviate from the current approved budget. A budget revision should identify the reason you are seeking a revision to your current budget and must include a revised Equipment Budget Form indicating which approved budget items are no longer being purchased, have increased/decreased in pricing, etc. and which items you are seeking approval for. The Request to Revise the Budget Form and instructions to complete the form can be found on our website at www.dps.mo.gov.

		MISSOURI DEPARTMENT OF PUBLIC SAFETY OFFICE OF THE DIRECTOR REQUEST TO REVISE THE BUDGET		P.O. Box 749 Jefferson City, MO 65102 Telephone: 573-751-4905 Fax: 573-751-5399			
Contractor Name							
Project Title					Contract Number		
COST CATEGORY	CURRENT BUDGET		REQUESTED REVISED BUDGET		NET CHANGE (+ OR -)		
PERSONNEL <i>(Plus Fringes and Overtime)</i>							
VOLUNTEER TIME							
TRAVEL							
EQUIPMENT							
SUPPLIES/OPERATIONS							
CONTRACTUAL							
RENOVATION/CONSTRUCTION							
TOTAL PROJECT COSTS		100%		100%			
TOTAL FEDERAL/STATE SHARE		%		%			
TOTAL LOCAL MATCH SHARE		%		%			
NARRATIVE JUSTIFICATION – Briefly explain the requested change. Explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project. Attach copies of each changed budget detail sheet.							
PREPARED BY							
Signature		Date		Telephone Number:			
				E-Mail Address:			
				Fax Number:			
APPROVED BY							
Authorized Official						Date	